

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS:** 4205

**TITLE:** ASSISTANT FIRE CHIEF

**GRADE:** F-33

**DEFINITION:**

Under direction, assists the Chief of the Fire and Rescue Department in the overall administration and operation of the Fire and Rescue Department; supervises and directs the five Deputy Fire Chiefs assigned to the Operations Division or the two Deputy Fire Chiefs assigned to the Fire Prevention and Support Services Divisions and the Fire Battalion Chief assigned to Human Resources; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Assistant Fire Chief reports directly to the Chief of the Fire and Rescue Department, and functions as second-in-command as needed. The Assistant Fire Chief class differs from the Deputy Fire Chief class in that the Assistant Fire Chief oversees either the Operations Division or the three administrative staff divisions (Prevention, Support Services, and Human Resources). The Deputy Fire Chief class, in contrast, is reserved for positions managing one of the agency's two staff divisions (Fire Prevention or Support Services), one of the three Operations shifts, the Emergency Medical Services component of the Operations Division, or the Training Academy.

Regardless of area of assignment, all uniformed fire and rescue personnel that are medically qualified for field duties as a firefighter must maintain a level of fitness sufficient to enable them to participate in fire suppression and rescue activities when the need arises, as demonstrated by successful completion of a work performance test (unless granted light duty due to illness or injury).

**ILLUSTRATIVE DUTIES:**

Directs the Administrative Services Division or the Operations Division;  
Provides effective, responsible and continuing leadership in areas of assigned responsibility;  
Continuously formulates, clarifies and implements programs and policies affecting assigned units and functions;  
Oversees and coordinates the activities of the assigned area, in conjunction with each Deputy Fire Chief;  
Makes field inspections of facilities, equipment, personnel and training evolutions;  
Investigates complaints made against the Department;  
Responds to multiple and high-risk alarms, and may assume command at such incidents;  
Plans and administers the Department's budget;  
Serves as the liaison and point of contact with other County agencies and civic, business, and community groups, and appears before various groups as senior spokesperson for the Department or as a personal representative of the Fire Chief.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles of fire administration (including the functional areas of organization,

personnel, budget and management analysis), and the ability to apply these principles effectively;  
Knowledge of, and the ability to effectively apply, the principles and protocols of modern firefighting, fire prevention and protection, emergency medical service, hazardous material abatement, and technical rescue;  
Knowledge of local, state, and federal laws affecting departmental operations;  
Knowledge of research techniques and statistical analysis as they relate to the operation of a large municipal fire and rescue department;  
Demonstrated management and leadership skills;  
Ability to organize, plan, direct and supervise the activities of a large and complex division;  
Ability to develop and maintain effective working relationships with governmental representatives, staff, volunteer organizations, and the general public;  
Ability to communicate clearly and concisely, both orally and in writing.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:  
Graduation from an accredited four-year college or university with a bachelor's degree in public administration, business administration or a related field;  
Extensive formal training in fire science and fire administration;  
Ten years of paid fire service experience which included serving in a large municipal fire department as a shift commander of multiple battalions or as the commander of a major division (Operations, Fire Prevention, or Support Services) comparable to Fairfax County's Deputy Fire Chief; AND  
Class A medical rating in the assigned medical group. Accommodations will be considered on a case-by-case basis.

**CERTIFICATES AND LICENSES REQUIRED:**

Current certification as a Commonwealth of Virginia Emergency Medical Technician (EMT-A or EMT-B);  
Certification as a Hazardous Materials First Responder in accordance with Fairfax County training standards;  
Certification in cardiopulmonary resuscitation (CPR) and automatic electronic defibrillation (AED); AND  
Possession of a valid Motor Vehicle Driver's License.

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| REVISED:  | May 10, 1999       |
| REVISED:  | October 7, 1998    |
| REVISED:  | June 4, 1998       |
| RETITLED: | November 18, 1996  |
| REVISED:  | September 16, 1994 |
| REVISED:  | July 16, 1987      |
| REVISED:  | July 26, 1982      |